

**City of Beavercreek**  
*An Equal Opportunity Employer*

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**Position Title: Account Clerk**

**Department: Finance**

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**Employment Status: Full-time**

**FLSA Status: Non-Exempt**

The City of  
BEAVERCREEK  
Ohio

**GENERAL NATURE OF WORK:** This is technical administrative work in the Finance Department. An employee in this class is responsible for processing inputs to and outputs from the Financial Management System. This includes cash receipts, accounts receivable, and accounts payable. Duties are performed under the direction of the Fiscal Officer and Financial Administrative Services Director (FASD).

**EQUIPMENT & JOB LOCATION:** This position requires general knowledge of office equipment, including: personal computer, adding machine, calculator, typewriter, telephone, fax machine, copier, and postage machine. The primary work site is the Beavercreek City Hall.

**ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:**

*Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions in this class.*

- Responsible for all aspects of accounts payable including: converting requisitions to purchase orders, checking invoice approval forms received from other departments for accuracy and completeness, keying in invoices, monitoring open purchase orders, and processing weekly accounts payable.
- Processes and pays various city-wide invoices including: street lighting, utilities (water, sewer, electric, phones etc.), insurance (medical, dental, vision and life), and store card accounts (i.e. Lowes, Tractor Supply, etc.).
- Oversees the finance department's petty cash account which includes making disbursements, reconciling the account, and processing monthly replenishment of the petty cash account.
- Accepts, processes and posts daily cash deposits that are received from various departments throughout the city including preparation of the daily bank deposit.
- Monitors and posts incoming ACH deposits to the city's general operating account by various government agencies.
- Processes monthly purchasing card activity including downloading card transactions from the vendor's website, importing all credit card transactions into the city's financial software program, and verifying that all transactions are authorized and comply with the city's purchasing card policy.
- Completes quarterly analysis of Hotel / Motel tax revenue. Follows up and resolves any issues identified during the reconciliation.
- Acts as point of contact for disposal of the city's assets via GovDeals. Coordinates with winning bidder and various city departments to pick up the sold assets. Also responsible for collecting payment and posting all GovDeals revenue.
- Secures and maintains titles to all of the city's vehicles.
- Responsible for all aspects of Accounts Receivable including issuing invoices, tracking payments, and posting collected revenue for contractual obligations with other entities,

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alarm fines, extra duty, and code enforcement cases. Monitors outstanding receivables and follows up when necessary.

- Prepares schedule of unpaid code enforcement fines to be sent annually to the Greene County Auditor for property assessment.
- Prepares and posts journal entries as required.
- Assists with the annual compilation and audit of the city's financial records.
- Prepares and files quarterly excise tax reimbursement with the Ohio Department of Transportation.
- Maintains and updates Capital Assets database for all acquisitions and disposals as dictated by the city's Fixed Asset policy.
- Reviews each vendor's status for accuracy and then annually generates and issues 1099 Miscellaneous Income statements based on requirements of the IRS tax code.
- Provides back-up and support for the Receptionist/Support Clerk at City Hall.

**ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- Responsible for maintaining various logs, filing of accounts payable, accounts receivable and other miscellaneous vendor files.
- Responsible for complying with records retention schedules for the Finance Department.
- Follows up with departments and/or vendors concerning questions about invoices, purchase orders, requisitions and other miscellaneous inquiries.
- Monitors and orders office supplies when needed.
- Assists with preparation of the annual budget.
- Performs other duties and special projects as assigned.

**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to establish and maintain an effective working relationship with city officials, supervisory personnel, city employees, vendors, and the general public.
- Ability to understand and follow oral and/or written instructions.
- Ability to maintain and adhere to daily, weekly, and monthly schedules.
- Ability to meet deadlines and prioritize work.
- Ability to handle confidential information.
- Detail-oriented.
- Proficiency in computer software (Word, Excel, Outlook, Powerpoint) systems and financial software applications.
- Ability to deal firmly, tactfully, and courteously with the general public.

**DESIRABLE TRAINING AND EXPERIENCE:**

- Graduation from a standard high school or the equivalent; or any combination of training and experience which provides the desired knowledge, skills, and abilities.
- Prefer two years of experience in governmental accounting.
- Experience with banking transactions including ACH and wires.
- Knowledgeable about general accounting practices and internal controls as they relate to accounts payable, accounts receivable, capital assets, cash flows, and petty cash.

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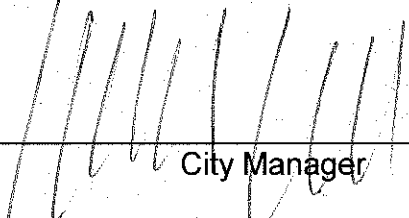
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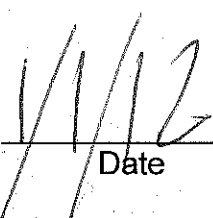
**NECESSARY SPECIAL REQUIREMENTS:**

- Possess and maintain a valid Ohio Driver's License as required.
- Ability to work other than normal working hours.
- Notary Public or ability to attain certification.

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Job Description Approved by:

  
\_\_\_\_\_  
City Manager

  
\_\_\_\_\_  
Date

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date